

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CONTROL BOARD OPERATOR  
CLASS CODE: 4021  
EFFECTIVE DATE: Amended 06/14/2007 (Revised 01/27/1998 version)  
MARKET POINT: Based on applicable market study  
  
DEPARTMENT: Sheriff

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### **JOB SUMMARY**

Responsible for the security of the detention facility by constantly observing interior and exterior jail areas, controlling all electrical doors, and monitoring the activities of inmates and jail staff via CCTV, video recording equipment, intercom, and radio. Facilitates communication of inmates and staff.

### **CLASS CHARACTERISTICS**

This is the classification level responsible for security system operations.

### **ESSENTIAL FUNCTIONS**

- Observes interior and exterior jail areas via CCTV and video recording equipment.
- Monitors the activities of inmates and jail staff via intercom and radio.
- Reports unusual or emergency situations to a Corrections Deputy.
- Facilitates the movement of inmates and staff within the jail, including initial admittance, by controlling all electric doors under specified guidelines.
- Communicates with inmates via intercom by answering questions, passing on requests, and informing them of upcoming activities.
- Communicates with staff via intercom and radio for the performance of their duties.
- Maintains records and reports related to the specific performance of duties.
- Operates a computer terminal, CCTV equipment, a radio base station, and electrical equipment for opening and closing various doors and gates in and around the facility.
- Monitors personal security device work by Corrections Deputies and initiates alarm if needed.
- Observes the behavior of suicidal inmates.
- Counts inmates as they move throughout the jail.
- Watches inmates enter and exit the visiting areas and observes the visitors' side of the visiting room.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain cooperative relationships with those contacted in the course of work activities; Ability to communicate verbally in a clear and concise manner; Ability to maintain concentrated visual attention to detail for an extended period of time; Skill in coordinating several activities at once; Ability to prioritize during stressful situations; and Skill in preparing work reports.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Regularly walk, stand, or stoop; Use tools or equipment requiring a high degree of dexterity; Work for sustained periods of time maintaining concentrated attention to detail; Communicate via radio; and Work requires incumbent to remain calm during stressful and emergency situations.

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Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an office, library, computer room, or other environmentally controlled room; Work is performed in a very noisy place; and Work exposes incumbent to contagious or infectious disease.

### **EDUCATION AND EXPERIENCE**

Equivalent to a high school diploma; and six (6) months work or military experience performing duties related to security, general law enforcement, or the monitoring of individuals (inmates, patients, etc.). A completed related Associate's Degree (or higher) may be substituted for the experience requirement.

Applicants may receive credit for part-time work experience on a prorated basis.

Selected applicants are subject to, and must pass, a full background test, including a psychological profile.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.